

## **CITY OF BURBANK**

### **CLERICAL WORKER**

#### **DEFINITION**

Under direction, to perform of a variety of clerical and office work; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Performs clerical duties such as typing, proofreading, filing, operating office machines, assists the public; checks and records information on records; refers calls to appropriate personnel; responds to routine procedural and directional inquiries; writes receipts for fees; assists in mail delivery operation; prepares and maintains files and other records; prepares and sends out notices; assists in the performance of a variety of routine accounting and statistical duties.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge in – modern office methods, procedures, and equipment.
- Skill in – accurate use of figures, grammar, punctuations, and spelling.
- Ability to – organize and maintain files; understand and interpret written material; learn and understand oral instructions; operate a variety of office equipment; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** One year of office clerical experience or completion of a full-time, six-month business course in a recognized business school or six months experience in the City's Work Trainee program.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.